

Ch Con Item #	Granite District Guidelines for Reports Due at SPRC Meeting/Church Conference 2020
<b>PLEASE EMAIL ALL FORMS TO DISTRICT OFFICE ONE WEEK PRIOR TO CHURCH CONFERENCE (FORM 7.1 &amp; 7.2 DUE TWO WEEKS PRIOR TO SPRC MEETING W/DS)</b>	
4	<b>Minutes of the 2019 Church Conference</b> Important that we have these so that they may be approved/amended during CC.
5	<b>2019 Fund Balance Report</b> Dated 12/31/19, this report was due the district office by 3/31/20. Voted on at CC
6	<b>YTD Trustees Report</b> Not a standard report. Include bequests/investments and endowments used for operating expenses/parsonage sale funds used, including purpose and amount.
7.1	<b>2021 Pastoral Compensation Report</b> The SPRC reports the agreed-upon salary, reimbursables, and housing allowance/exclusion (if applicable) for the pastor for the year 2021 on this form. Please send an unsigned copy to the District Office prior to the SPRC meeting. Following approval at the church conference, signatures should be obtained from the Pastor, SPRC Chairperson, and/or Treasurer (2020) and the report sent to the District Office. <b>This report is due no later than December 1, 2019 (regardless of CC date).</b>
7.2	<b>Housing Allowance/Exclusion</b> <b>EXCLUSION</b> = Amount designated <u>from salary</u> to cover housing expenses not paid for by church. This is not included in taxable income on W-2. <b>ALLOWANCE</b> = Designated amount paid to a pastor <u>in addition to salary</u> to cover housing expenses (increases salary). Not included in taxable income on W-2. <u>Pastors living in a parsonage may not designate an ALLOWANCE (EXCLUSION only).</u>
7.3	<b>Parsonage Inspection Report</b> <b>COVID-19 NOT required 2020</b> Trustees/Pastors, please send written concerns to district office prior to SPRC meeting with DS.
8.1	<b>Annual Report of the Committee on Finance (GCFA)</b>
8.2	<b>2020 Budget (if prepared)</b> Will be voted on at CC if prepared.
9	<b>2020 Nominations Report</b> The leaders on this list will be elected at the church conference. Contact information for these leaders is important, and required in the conference format below (one week following church conference - #14). As long as your nominations report includes all of the contact info in # 19, no need to duplicate.
10	<b>Lay Servant Reports (signed)</b> Choose appropriate report; Certified Lay Servant, Certified Lay Speaker, Certified Lay Minister. Make sure these reports are distributed and completed prior to church conference so that lay members may be approved or reaffirmed at CC. Form no longer required for local Lay Servants.
11	<b>Ministry Candidates - BOOM Form 104 (if any)</b> The DS must be notified of new candidates prior to the CC. Paper ballot vote will be taken for any new ministry candidate at the CC.
12.1	<b>2020 Report of Retired Pastors (if any)</b>
12.2	<b>2020 Extension Ministry Report (if any)</b>
12.3	<b>2020 Pastor's Report</b> Not a standard report; a reflective narrative of the year detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities.
13	<b>Membership Report</b> Include members who have passed, Average Worship Attendance _____ # of Members _____
<b>Please submit the following reports (14 &amp; 15 within one week of your church conference)</b>	
14	<b>2021 Leadership Report (Conference Format Please)</b>
15	<b>2020 Church Conference Minutes</b>
<b>Links to conference forms above may be found at: <a href="https://www.neumc.org/2020-2021-annual-reports-due-from-churches">https://www.neumc.org/2020-2021-annual-reports-due-from-churches</a></b>	